



North Luffenham Parish Council

Minutes of the meeting of the Parish Council (Trust) held at the North Luffenham Community Centre from 9pm on Monday, 16th October 2017

Present: Cllr Cummings (Chairman), Cllr Cade, Cllr Burrows, Cllr Inman, Cllr Riordan, Cllr Smith

In attendance: Mrs Ashpole (Clerk/RFO), Mr Wyatt (Chairman of NLAS¹)

Non-attendance: Cllr Sewell

There were 5 members of public present

38/17 Apologies: none

39/17 Declarations of Interest

Cllr Cade and Cllr Burrows: Cricket Pavilion by virtue of being members of the North Luffenham Cricket Club

Cllr Riordan: item 45/17b by virtue of residing adjacent to the Oval

40/17 To approve and sign Minutes of PC Trust meeting of 4th September 2017: it was resolved to approve and sign the minutes as a true record.

41/17 To receive an update about progress of outstanding resolutions:

a. **31/17: Erection of boundary fencing of Manor Farm land adjacent to the Woodland Walkway and supplier address**

details: this remains outstanding; it was noted that formal documentation stating address and VAT details was required.

Action: Cllr Cade

b. **To note that the following should have been discussed within NLPC General meeting of 04/09/2017:**

i. 32/17 b: approval for Cat 3 Firework training cost

ii. 32/17 d: insurance for Bonfire Night Event

iii. 35/17: specialist painting for play equipment business

c. **34/17 c: Goalposts replacement quotes:** no further information had been received to date. It was proposed that this should be discussed and a formal decision made about the appropriate type and size of the goal posts at the next meeting.

42/17 To receive and consider request from NLPC to hold Bonfire Night Event on Sunday 05/11/2017: the Clerk had received the formal request and application form from NLPC to use the Oval for Bonfire Night 2017. **It was resolved to approve** the request and to also request permission from the Cricket Club to use the Pavilion for the event.

Action: Clerk

¹ North Luffenham Allotment Society

43/17 Finance Report

- a. **To consider and approve Trust Finance Report: it was resolved to approve** the report. Clarification was sought re CCLA / COIF investment. **It was proposed and accepted** to report this at the next Finance Working Group.
- b. **To receive actual against budget report:** the following were noted:
 - i. Budget of £900 VAT expected refund is to be reviewed and discussed at the next meeting
 - ii. It was noted that fencing had been omitted from the budget sheet
- c. **Oval bench repair costs – to seek approval to spend up to £30:** grateful thanks were acknowledged to a resident who had approached the manufacturer of the Oval benches, obtained costs of specialist materials and had subsequently offered to repair the damaged bench. **It was resolved to approve** the cost of up to £30 for materials.
Action: Clerk to advise resident

44/17 Field Gardens Report

- a. **To receive report of NL Allotment Society:** Mr Wyatt distributed printed copies during the discussion. Key points noted were:
 - i. collecting of rent, NLAS membership and insurance by NLPC as sole trustee was more complex than initially thought.
 - ii. Trustee perspective:
 - only the PC can collect the rent and Trustee resources are being used to collect NLAS membership and insurance
 - Trustee originally took it upon itself to collect insurance to ensure that the Trustee had appropriate cover in any event of a claim
 - iii. NLAS issue: would need bank account to enable collection of annual membership
 - iv. Clerk and Mr Wyatt to meet to identify a solution to minimise duplication**It was resolved** to give the clerk authority to seek expert guidance via LRALC.

Action: Clerk

- b. **NLAS/PC Trustee working in partnership:** the following were noted:
 - i. could/should NLAS manage allotments waiting list?
 - ii. is there a belief for self-management by NLAS?
 - iii. Cllr Cade / Mr Wyatt had agreed to undertake informal joint 'walkabout' to monitor appropriate management of plots
- c. **Public access continues to be an issue with allotment holders:** it continued to be a source of irritation that some dog walkers did not clear up after their dogs. **It was resolved to:**
 - i. erect a permanent polite notice requesting walkers/dog walkers respect allotment holders' plots; a quote would be obtained.
 - ii. display a temporary notice in the meantime
 - iii. obtain a quote for a dog waste bin to be placed on the outside of the main allotment gate near the Bowls Club

Action: Cllr Cade

- iv. investigate the most recent notification from RCC and LTN² re dog byelaw

Action: Clerk

- d. **Woodland Walk: control of Ragwort and suggestion to spray at end of May 2018:** costs would be investigated for consideration at the next meeting
- e. **To receive and approve Allotment Lettings Policy** – deferred to next meeting

45/17 Oval Report

- a. **To consider current state re Oval grass cutting:** discussion ensured and **it was resolved** to:
 - i. arrange a meeting with the contractor to discuss the infrequency of cutting which had impacted negatively on the quality of the grass cutting
 - ii. request a cut before bonfire night

Action: Cllr Cade

- b. **To consider reports associated with Oval trees**
 - i. **Survey Report and Inspection** highlighted priority 2 & 3 work. As specialist terminology had been used within the column entitled 'Requirement Type' it was suggested that the Forestry Officer be requested to attend a one-hour onsite visit to explain the technicalities associated with priorities 2 & 3

Action: Cllr Cade

It was noted that the height of the trees was not considered to be excessive and **it was resolved** to publish the report online.

Action: Clerk

- ii. **To discuss progress regarding alleged tree root damage:** to address the concerns raised by the resident **it was resolved** (Cllr Riordan abstaining, having taken no part in the discussion) to write outlining the options as noted by the Forestry Officer. Cllr Cummings expressed concern that he would be unavailable to provide a timely update and requested that the resident would be advised that they would receive an update by the end of the week.

Action: Clerk/Cllr Cummings

- iii. **Long-term review of trees:** the Report stated that the majority of trees were considered to be sound.
- c. **Play equipment, phase 2: it was resolved** to advertise for a volunteer to join the Working Group.
- d. **Oval Play Area:** to consider quote to supply & fit timber gate and to seek approval to spend £226 – **it was resolved** to approve the cost

46/17 Agenda items for discussion at the next meeting

- a. formal decision re appropriate type and size of the goal posts

² Legal Topic Note

- b. Clarification re COIF / CCLA investment to be reported at the Finance Working Group meeting
- c. Budget of £900 VAT refund to be reviewed
- d. Woodland Walk: control of Ragwort – consider costs for spraying
- e. To receive and, if appropriate, approve Allotment Lettings Policy

47/17 To confirm Parish Council meeting dates for next 18 months:
these were accepted and would be published online

48/17 Date of next Parish Council (Trust) meeting:
Monday, 4th December 2017

The meeting closed at 9.40pm

Signed: _____ Date: _____